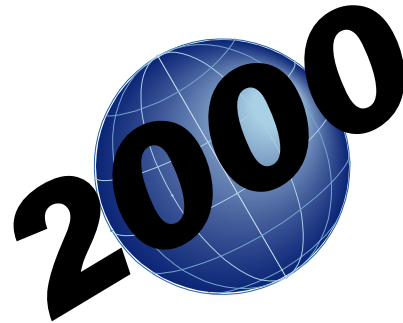


21st Century Workplace

Module 13



Objectives

At the end of this module, you will be able to:

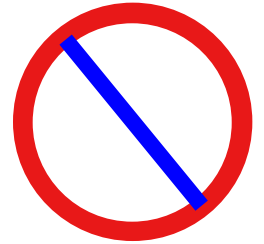
Follow office and gender etiquette.

Identify and report sexual harassment.

Confront ethical dilemmas.

Work with diverse people and in diverse situations.

Office Etiquette



Don'ts

- ☹ Do not conduct personal business during working hours.
- ☹ Do not abuse the office resources.
- ☹ Do not cry, shout, or swear in the office.
- ☹ Do not gossip.
- ☹ Do not ask a co-worker personal questions.
- ☹ Do not come to the office sick.
- ☹ Do not groom in the office.

Office Etiquette (cont.)

Dos



- ☺ Support your co-workers.
- ☺ Offer to help others once your work is completed.
- ☺ Finish tasks assigned to you.
- ☺ Communicate with your boss on issues that concern you.
- ☺ Follow company policies and procedures.
- ☺ Be courteous.
- ☺ Be at work on time.

Gender Etiquette

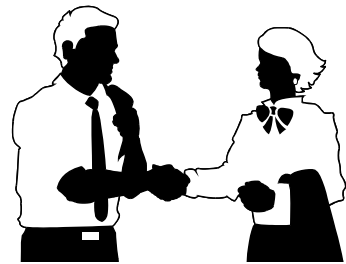
Whoever gets to the door first should open it and hold it.

Whoever is closest to the elevator should enter or exit first.

A handshake, not a kiss on the cheek, is appropriate.

A man should not seat a woman at a business lunch.

Whoever invites a client or colleague to a business lunch should pay for it.



Sexual Harassment

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when...”

Submission to such conduct is made an explicit or implicit term of an individual's employment.

Submission or rejection is used as a basis for employment decisions.

Such conduct unreasonably interferes with work performance, or creates a hostile or offensive working environment.

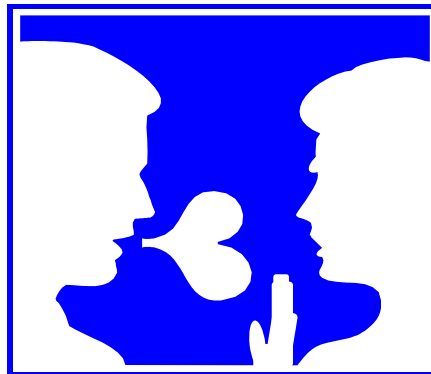
Verbal Sexual Harassment

Dirty jokes

Sexual comments

Repeated requests for dates

Requests for sexual favors



Visual Sexual Harassment

Sexual photographs

Pin-ups

Sexual cartoons



Physical Sexual Harassment

Inappropriate touching of any part of the body

Standing too close

Excessively lengthy handshakes



Workplace Ethical Dilemmas

Exercise Steps

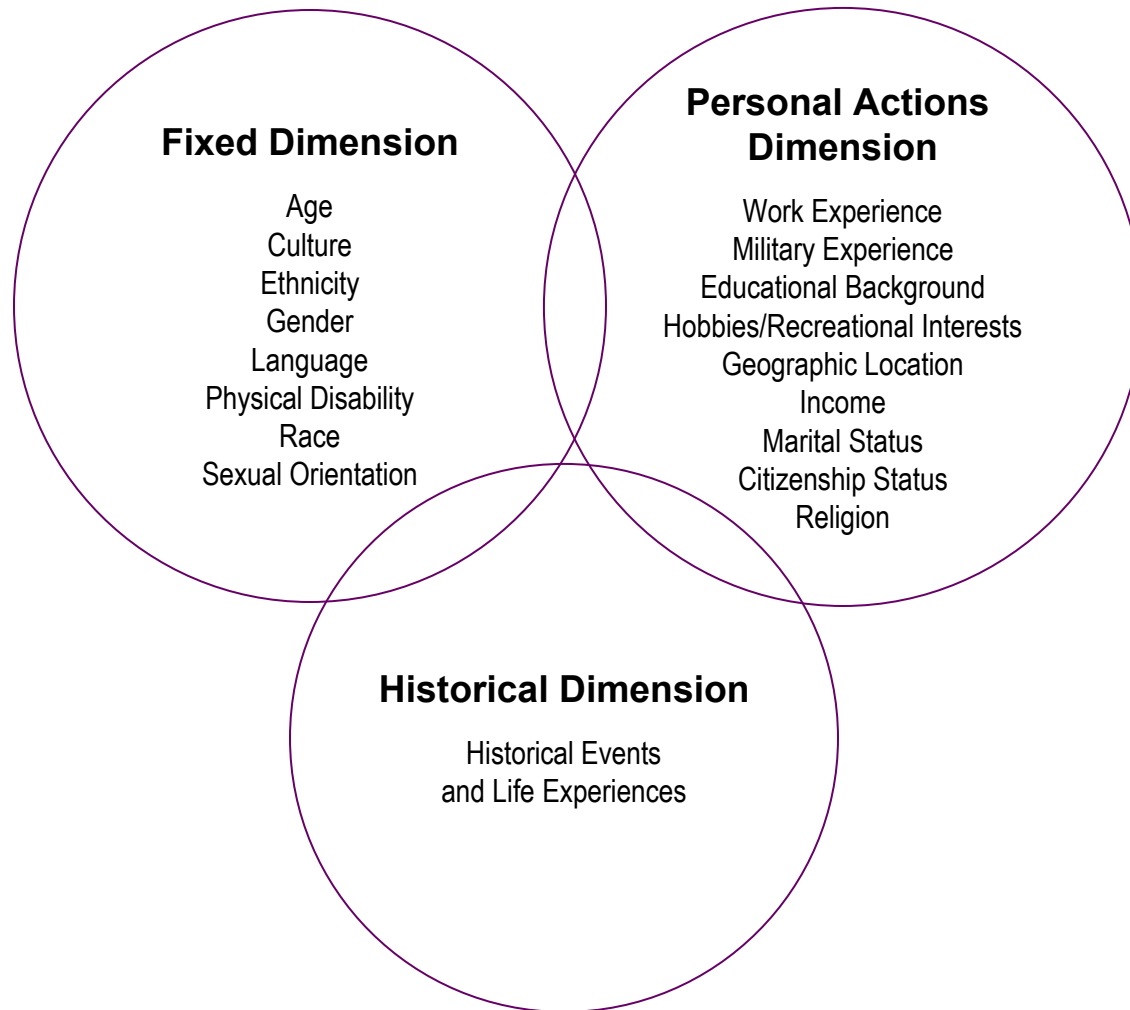
Divide into groups

Discuss and decide how to handle the assigned dilemma

Select a group spokesperson to present responses

15 minutes

Dimensions of Identity



Your Experience with Diverse Groups

Exercise Steps

Divide into small groups

Individually answer questions read aloud on your Participant Guide sheet

Select spokesperson to summarize for group

10 minutes

Diversity Contributions

Exercise Steps

Divide into teams

Select a team leader who will complete the alphabet chart

Each group member takes something out that they brought with them and put it on the table

Fill in the letter on the chart that pertains to the item from each person

10 minutes

Summary

In this module you:

Discussed office and gender etiquette.

Reviewed how to report to management if you are being sexually harassed and recognize the different forms of sexual harassment.

Explored options when confronting an ethical dilemma.

Discussed diversity in the workplace.